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Executive

25 August 1949

Management Officer

Production of NIS Publications.

I. Discussion and Findings:

1. By Tab E, the Management Office reported a possible savings of \$144,000 by changing the method of map insert and a change in paper stock on the NIS program. ~~Security~~ indicated by Tabs C, F, and G that a lesser grade of paper would not be satisfactory, and that the change of the insert method would cost \$1,386,000.

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2. The paper recommended is known as high-wet strength paper, and is the paper used by the Coast and Geodetic Survey. (Tab H attached is a sample.)

3. A folding machine will be required for the ~~program~~ program. The same machine could fold maps for pouch-type inserts. A more expensive machine (approximately \$10,000 more) would fold the NIS material, but an additional folding machine would still be needed for FBIB material.

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4. Tab B submitted by the Field Service Manager of the GPO states prices which GPO is prepared to back up on a delivery basis. Tab A. is designed to reiterate that the Management figures on the concept are accurate. In fact, the GPO 8-year estimate increased the savings from \$144,000 to \$218,000.

5. If die-cut is eliminated, a small folding machine can be used for which there is adequate space in the South Building, and it will fold for both projects.

6. If a folding machine of sufficient size is purchased, then there is no space in the South Building for its installation. Delivery of the larger machine is estimated to be between six months and a year. If orders for large quantities of NIS material continues, the GPO may insist that such folding be done in the main GPO plant, even though special security methods, including guards, will have to be provided.

7. No estimate has been quoted for the use of the large folding machine and die-cut insert system.

II. Recommendations:

1. That the wet-strength paper be adopted and GPO be requested to study the program production to find a still cheaper, yet adequate, paper.


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2. That the NIS Committee be required to present reasons for continuation of die-out maps over the pouch plan for evaluation and decision by the Executive.

Attachments

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